

[? Help](#)

Job details

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 6825BR**Type of Recruitment** Transfer Opportunity**Department** Probation**Position Title** INTERMEDIATE TYPIST-CLERK**Filing Type** Standard**Filing End Date** 07/06/2012**Filing End Time** 5:00 pm PST**Requirements** Permanent County of Los Angeles employees who hold the payroll title of **Intermediate Typist-Clerk** can apply for this vacancy.

Interested individuals are invited to submit their resume with cover letter detailing relevant experience, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years.

Materials should be sent to:

Idefonso Cardenas
Residential Treatment Services Bureau
9150 East Imperial Highway
Downey, CA 90242
562-940-2874
Idefonso.Cardenas@probation.lacounty.gov

All materials submitted will be reviewed and only the most qualified candidates will be invited for an interview.

Desirable Qualifications

- Strong verbal and written communication skills.
- Strong organizational skills and ability to manage multiple tasks.
- Highly proficient in various computer programs including Microsoft Word and Excel.

Duties

- Processess documents according to a predetermined but specialized procedure for such purposes as formulating property descriptions, and recording and indexing court papers, transcripts and legal process.
- Checks documents for completeness, accuracy and compliance with legal and other requirements.
- Answers questions and gives information to the public concerning such matter as regulations, procedures and the preparation and filing of legal forms, applications and permit requests, acts as special receptionist or counter clerk.
- Keeps a record of a nature requiring specialized knowledge,

discrimination and judgment in the selection, compilation or computation of data to be included such as cost data records, distribution, and control ledger, which can be posted without extensive knowledge of bookkeeping principles.

- Maintains clerical controls where work is divided among personnel performing separate parts of an entire operation.
- Searches records and files for data where judgment and discrimination are required in selecting or abstracting material.
- Answers correspondence requiring the selection of data necessary in formulation the reply, referring unusual cases to superior for approval.
- May routinely access such office equipment as video display terminals, word processors, or personal computers to input data, perform computations, or produce documents not requiring the formatting or programming of such equipment.

**Vacancy
Information**

The vacancies are at the following locations:

Camp Munz
42220 North Lake Hughes Road
Lake Hughes, CA 93532

Available Shift

Day

Contact Name

Ildefonso Cardenas

Contact Phone

562-940-2874

Contact Email

Ildefonso.Cardenas@probation.lacounty.gov

Job Field

Administration

Job Type

Administrative Support

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